



Standalone Mode

The terms “Offline Interface” and “Standalone Mode” mean the same thing – a separate program to handle simple circulation tasks while the network is down.

Several features are available including: Check Out, Register Patron, Renew, and Check In.

It is recommended that staff members use *ONLY* the Check Out. Usage of Register Patron, Check In and Renew *WILL NOT* check the live database.

If a library would use a non-recommended function, staff cannot ensure:

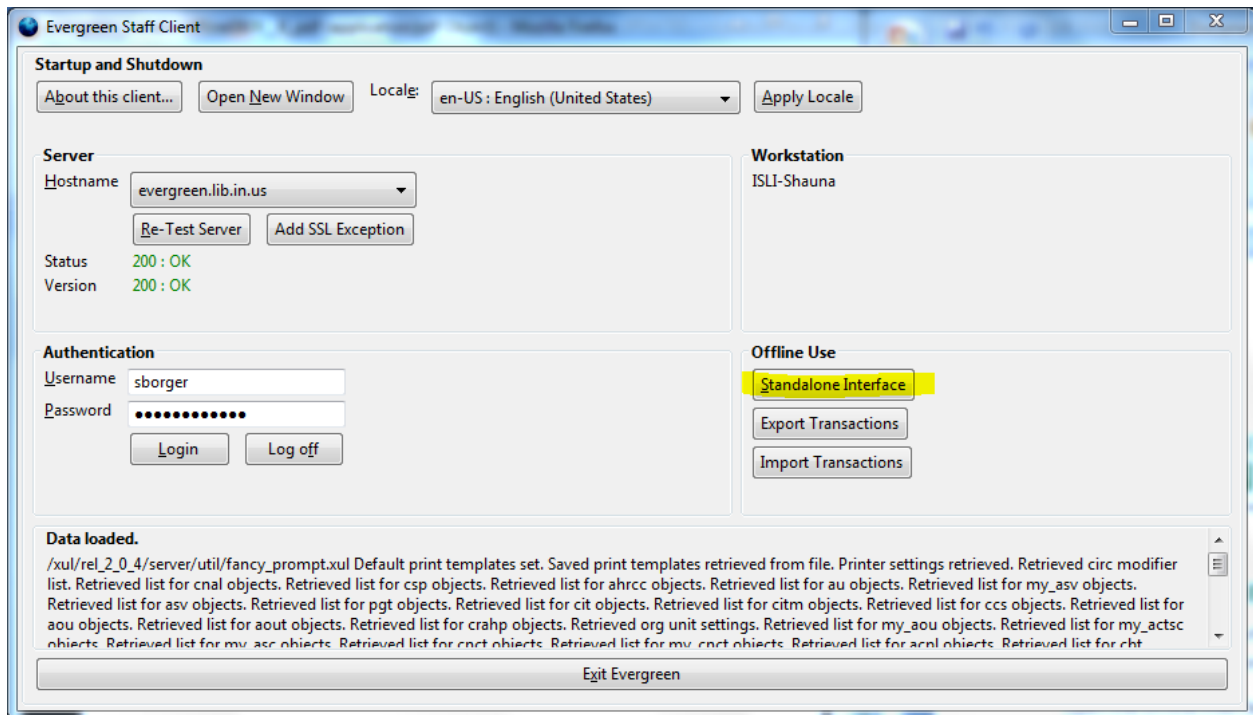
- that the patron does not already hold an Evergreen Indiana card at any library when registering a patron
- holds will not be captured on check-in or attempted renewals
- the number of permitted renewals could be exceeded.

Additionally, by using ***ONLY*** the Check Out functionality, upload errors and other issues are minimized.

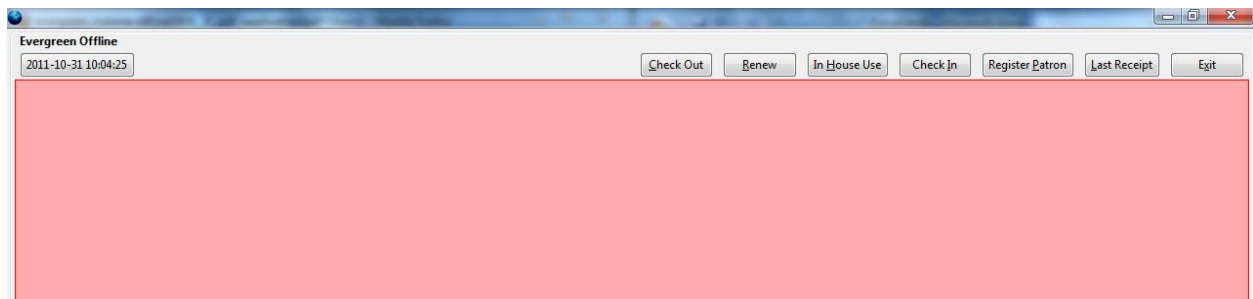
Open the Offline Interface

If the network goes down while you are using Evergreen, you’ll get a series of Network Failure error messages. Confirm and close the network failure error dialog boxes and close the Staff Client. It is recommended that you open the Staff Client and attempt to log-in again. If you receive the same Network errors, check the listserv to identify whether they have been reported by other libraries and whether the Helpdesk has provided a response. If there are no messages on the listserv, [put in a helpdesk ticket](#) and begin using Offline Mode.

1. Open the Staff Client. There is no need to login. Click the Standalone Interface button.

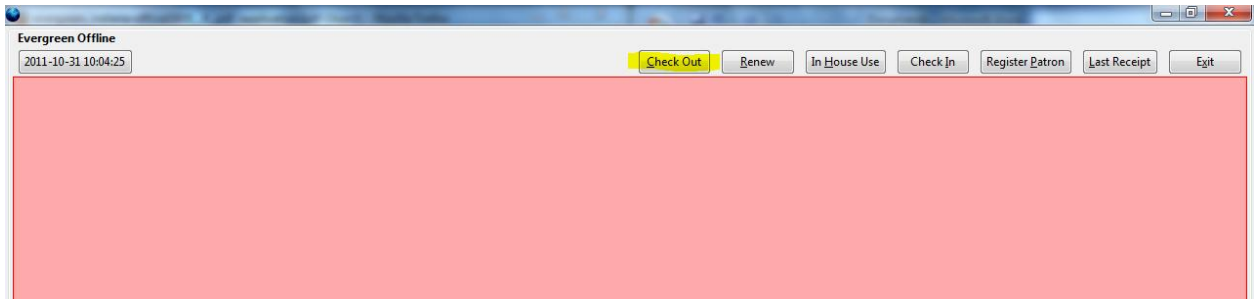


2. Evergreen Offline will open. You'll see a menu bar and some text on a red background.



Check Out Items

1. Click on the Check Out button.



2. The Standalone Check Out screen will open.

The screenshot shows the 'Standalone Check Out' screen within the 'Evergreen Offline' application. The title bar reads 'Evergreen Offline'. Below the title bar, on the left, is a date and time display: '2011-10-31 10:07:42'. On the right, there is a menu bar with buttons: 'Check Out', 'Renew', 'In House Use', 'Check In', 'Register Patron', 'Last Receipt', and 'Exit'. The main area is divided into two panels. The left panel contains the 'Standalone Check Out' form with the following steps and fields:

- Step 1)** Check today's date above.
- Step 2)** Enter the patron's barcode: [Barcode input field]
- Step 3)** Enter the item due date: [Date input field showing '2011-11-14']
or choose one of these [Dropdown menu]
- Step 4)** Enter the item barcode: [Barcode input field] [Enter button]
or choose a non-barcoded option... [Dropdown menu]
- Step 5)** Repeat Steps 3 and 4 until done.
- Step 6)** Finish

At the bottom of the left panel are buttons for 'Cancel', 'Save these transactions', 'Check barcode?' (checkbox), and 'Print receipt?' (checkbox). The right panel is a table with the following headers: 'Count', 'Item Barcode', and 'Due Date'.

3. Make sure the date on the left end of the menu bar is the correct date.

This screenshot is identical to the previous one, showing the 'Standalone Check Out' screen. The only difference is the date and time displayed in the top left corner, which is now '2011-10-31 10:08:44'. The 'Check Out' button in the menu bar remains highlighted in yellow.

4. Scan in the patron's library card barcode. Checking the Check barcode box will indicate to the software that you would like to check the barcode for a check digit. If this is not the case, leave it unchecked.

Evergreen Offline

2011-10-31 10:08:44

Check Out Renew In House Use Check In Register Patron Last Receipt Exit

Standalone Check Out

Step 1) Check today's date above.

Step 2) Enter the patron's barcode:

Step 3) Enter the item due date:

Step 4) Enter the item barcode:

Step 5) Repeat Steps 3 and 4 until done.

Step 6) Finish

Check barcode?

2011-11-14

or choose one of these

Enter

or choose a non-barcoded option...

Check barcode?

Print receipt?

Cancel Save these transactions

Count	Item Barcode	Due Date
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5. Check that the due date is correct. You may need to change this depending on the loan periods used by your library. To change the due date, enter the correct due date in the YYYY-MM-DD format.

Notice there are some options if you click on the small down arrow (Today + 3 days, Today + 7 days, Today + 14 days, Today + 21 days, Today + 28 days, Today + 30 days). These options will not account for any closed dates, so it is recommended that you enter the correct date instead.

Evergreen Offline

2011-10-31 10:11:30

Check Out Renew In House Use Check In Register Patron Last Receipt Exit

Standalone Check Out

Step 1) Check today's date above.

Step 2) Enter the patron's barcode:

Step 3) Enter the item due date:

Step 4) Enter the item barcode:

Step 5) Repeat Steps 3 and 4 until done.

Step 6) Finish

Check barcode?

2011-11-14

or choose one of these

or choose one of these

Today + 3 days

Today + 7 days

Today + 14 days

Today + 21 days

Today + 28 days

Today + 30 days

Print receipt?

Cancel Save these transactions

Count	Item Barcode	Due Date
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6. Scan in the barcode from an item the patron is checking out. It will appear on the right side of the screen. You may instead choose to select a non-barcode option from the drop-down box below the barcode field. **NOTE: Make sure you hit the Enter key after entering the item barcode. If you do not hit the enter key, your transactions will not be saved even if you choose Save these transactions.**

Evergreen Offline
2011-10-31 10:08:44

Check Out Renew In House Use Check In Register Patron Last Receipt Exit

Standalone Check Out
Step 1) Check today's date above.
Step 2) Enter the patron's barcode:
Step 3) Enter the item due date:
Step 4) Enter the item barcode:
Step 5) Repeat Steps 3 and 4 until done.
Step 6) Finish

Check barcode? ☐
2011-11-14
or choose one of these
Enter
or choose a non-barcode option...
Check barcode? ☐
Print receipt? ☐
Cancel Save these transactions

Count	Item Barcode	Due Date
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7. Scan all the patron's items, changing the due date as necessary **and clicking the Enter key after each item barcode is entered.** Some tips are included below:
- Group like items together.
 - Any DVDs that will be checked out can be checked out to the patron with the appropriate due date entered.
 - Staff can then change the due date for the books, and continue to check out the patron.
8. Make sure the Print Receipt box is checked. **You may choose to print a receipt for both the patron and your library. This would allow library staff to do some trouble shooting with upload errors when the system is back up.**

Evergreen Offline
2011-10-31 10:08:44

Check Out Renew In House Use Check In Register Patron Last Receipt Exit

Standalone Check Out
Step 1) Check today's date above.
Step 2) Enter the patron's barcode:
Step 3) Enter the item due date:
Step 4) Enter the item barcode:
Step 5) Repeat Steps 3 and 4 until done.
Step 6) Finish

Check barcode? ☐
2011-11-14
or choose one of these
Enter
or choose a non-barcode option...
Check barcode? ☐
Print receipt? ☒
Cancel Save these transactions

Count	Item Barcode	Due Date
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9. Click the Save These Transactions button. ***This is a very important step. If you fail to save the transactions, you will not be able to upload them.***
10. On the printer dialog box, choose the receipt printer to which you want to print.
 - a. Look at the receipt and determine whether the desired information is on it. If not, when you have access to the server again, log into the Staff Client and go to Admin > Local Administration > Receipt Template Editor.
 - b. Under the Templates heading, go to Name and choose offline_Check Out from the drop-down list.
 - c. From there you can add information to the offline Check Out receipts.
 - d. For scheduled down-time, you can check this setting before you move offline.

Last Receipt

This button re-prints the last receipt you printed.

1. Click on the Last Receipt button.

The screenshot shows the 'Evergreen Offline' window. At the top, there's a status bar with the date and time '2011-10-31 10:08:44'. Below this, a row of buttons includes 'Check Out', 'Renew', 'In House Use', 'Check In', 'Register Patron', 'Last Receipt' (highlighted in yellow), and 'Exit'. The main area is titled 'Standalone Check Out' and contains a series of steps: 'Step 1) Check today's date above.' (with a date field showing '2011-11-14'), 'Step 2) Enter the patron's barcode:' (with a barcode input field and a 'Check barcode?' checkbox), 'Step 3) Enter the item due date:' (with a date field showing '2011-11-14' and a dropdown menu 'or choose one of these'), 'Step 4) Enter the item barcode:' (with a barcode input field, an 'Enter' button, and a dropdown menu 'or choose a non-barcoded option...'), and 'Step 5) Repeat Steps 3 and 4 until done.' and 'Step 6) Finish'. At the bottom, there are 'Cancel' and 'Save these transactions' buttons. On the right side, there's a table with columns 'Count', 'Item Barcode', and 'Due Date'.

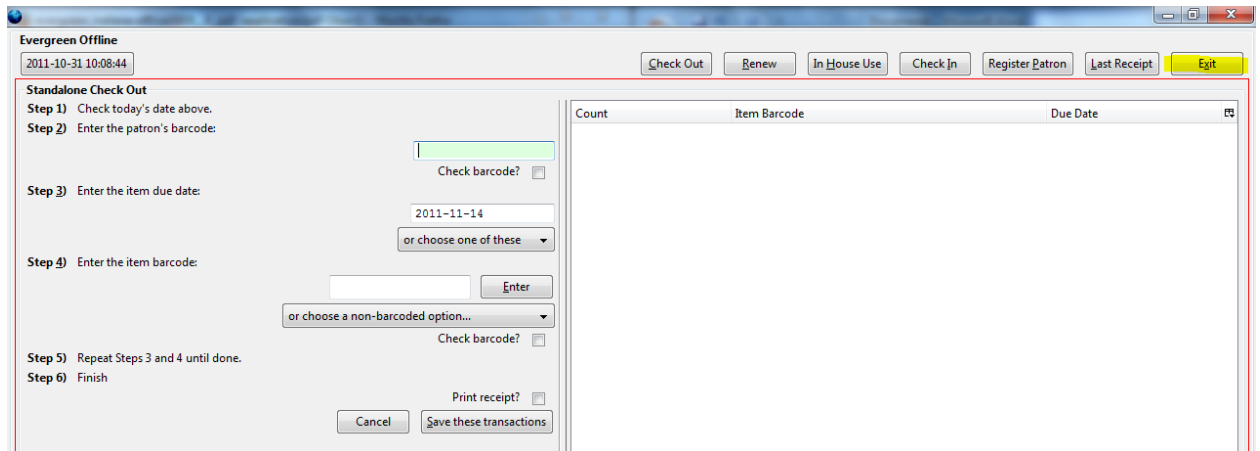
2. On the printer dialog box, choose the receipt printer to which you want to print.

Exit

Exit the standalone interface either:

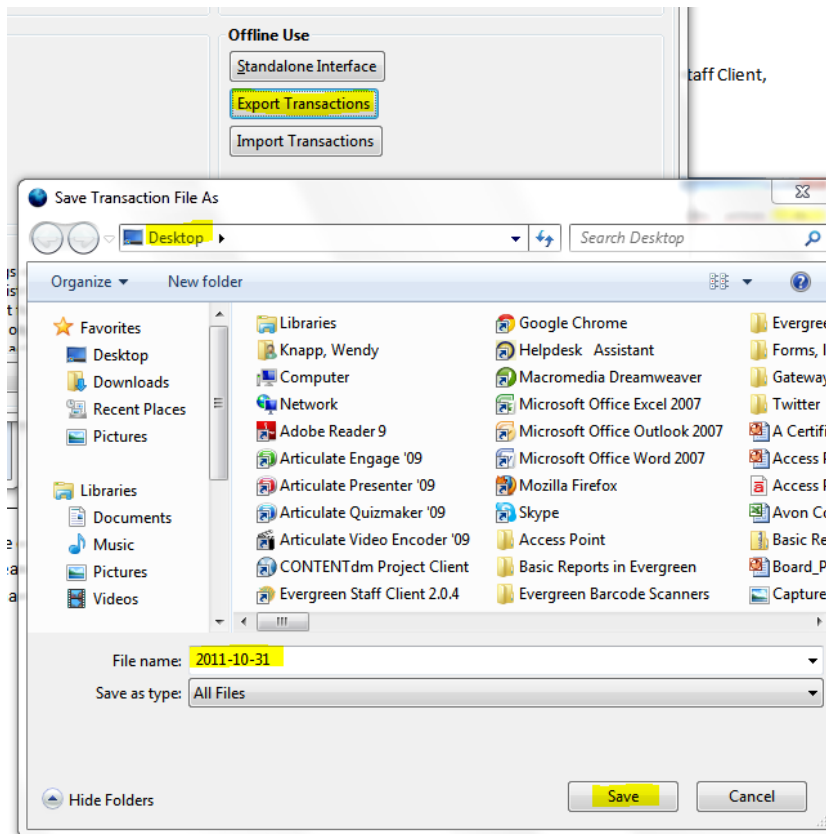
- when the network comes back up and you are ready to go into the online Evergreen Staff Client,
- or when you closing for the day, if offline will be used multiple days.

1. Click on the Exit button.

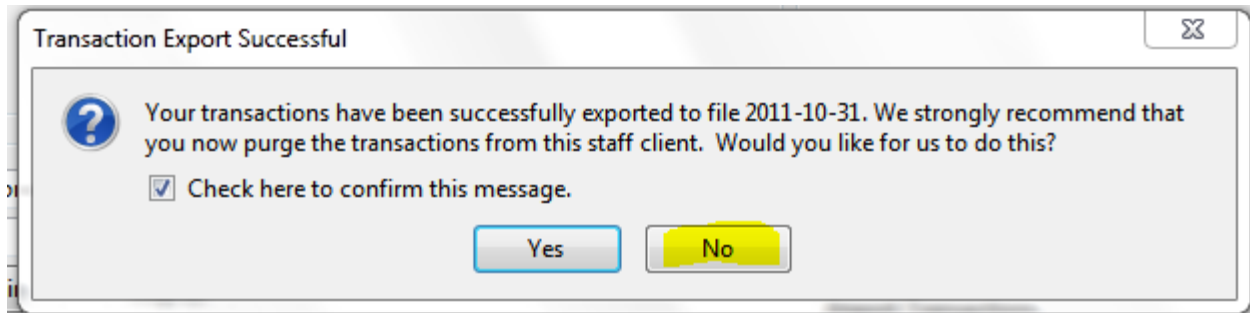


Creating a backup file

At the end of the day, when you have exited the Standalone Interface, you can Export [the] Transactions to create a backup file. Click Export Transactions, then choose the location you'll save the backup file, and name the file.



Evergreen will tell you it's a good idea to let the system delete any other copies of the data. DO NOT let the computer do this. (If you accidentally say "Yes," all is not lost. You will just have to navigate to the backup file when you are ready to upload your sessions.)



Uploading Offline Transactions

After exiting the standalone interface, the transactions need to be sent to the online Evergreen database. It is recommended that this is done during a slow time in the library.

1. A manager (someone with manager permissions in Evergreen) at the library branch must create a session.
 2. Each workstation that was used in standalone mode must upload transactions to the session. Circulation staff can do this step once the manager has notified them that a session has been created .
 3. A manager must process the session to send all the transactions into the Evergreen database.
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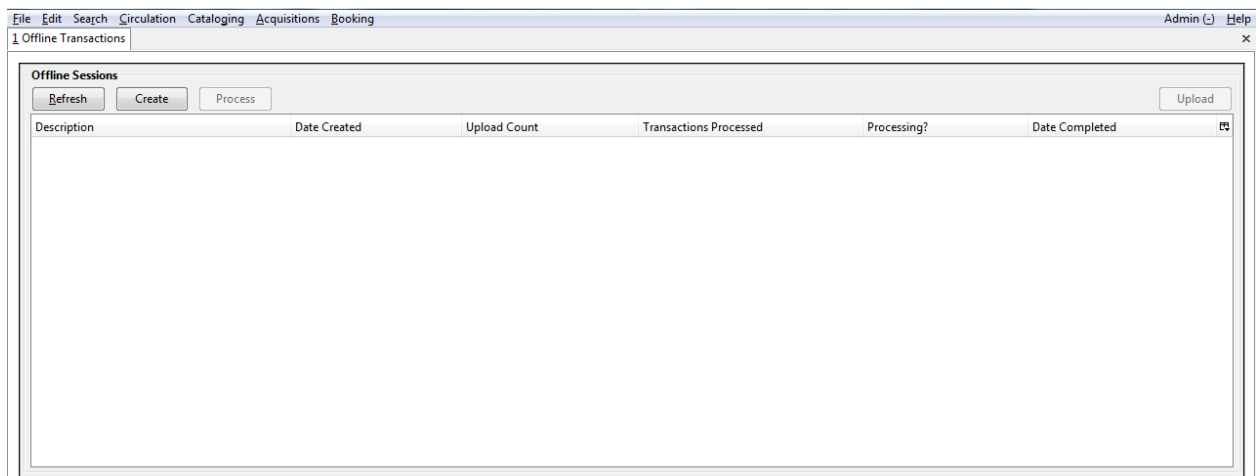
Evergreen Offline Mode - Creating Standalone Transactions Sessions

(For Managers)

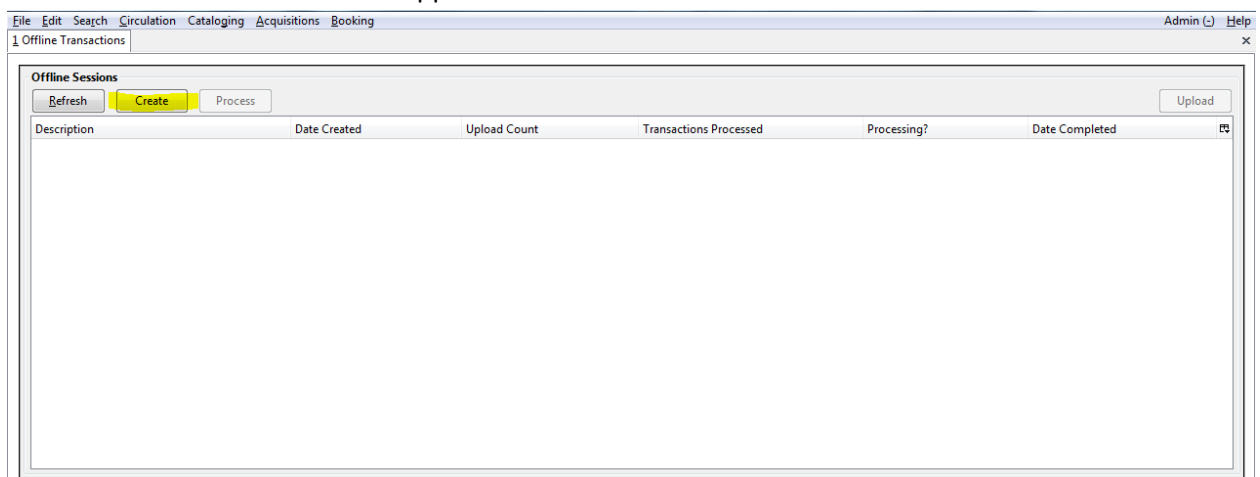
Note: When circulation staff upload transactions to the session, this action alone does not put the transactions into the Evergreen database. The transactions will not be sent to the Evergreen database until the manager processes the session.

Create a session

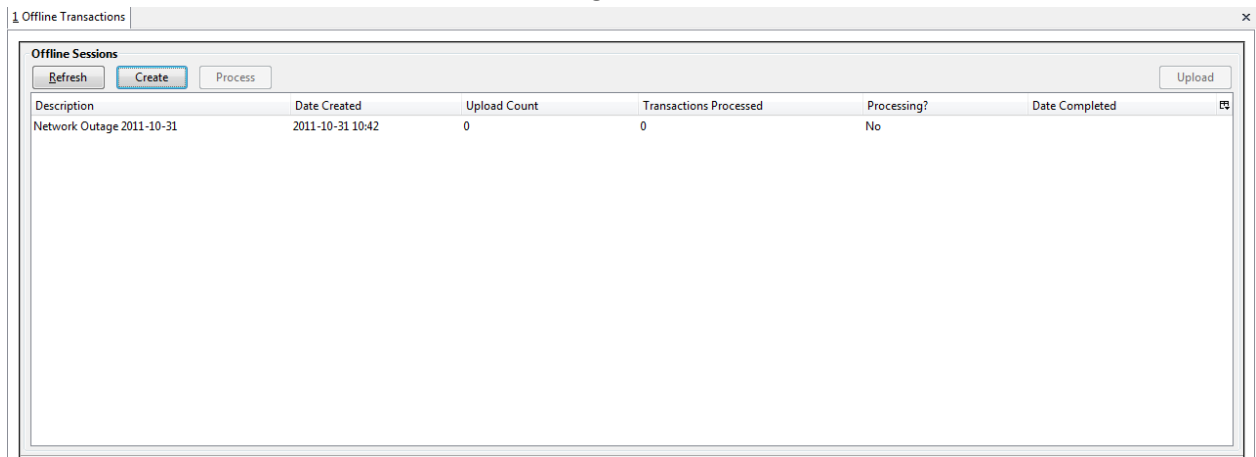
1. Log into Evergreen Staff Client with a managers username and password.
2. From the menu bar, select Admin > Offline Transaction Management.
3. The Offline Transactions screen will open. Previously created sessions will be listed in the Offline Sessions section. Otherwise, the Offline Sessions section will be blank.



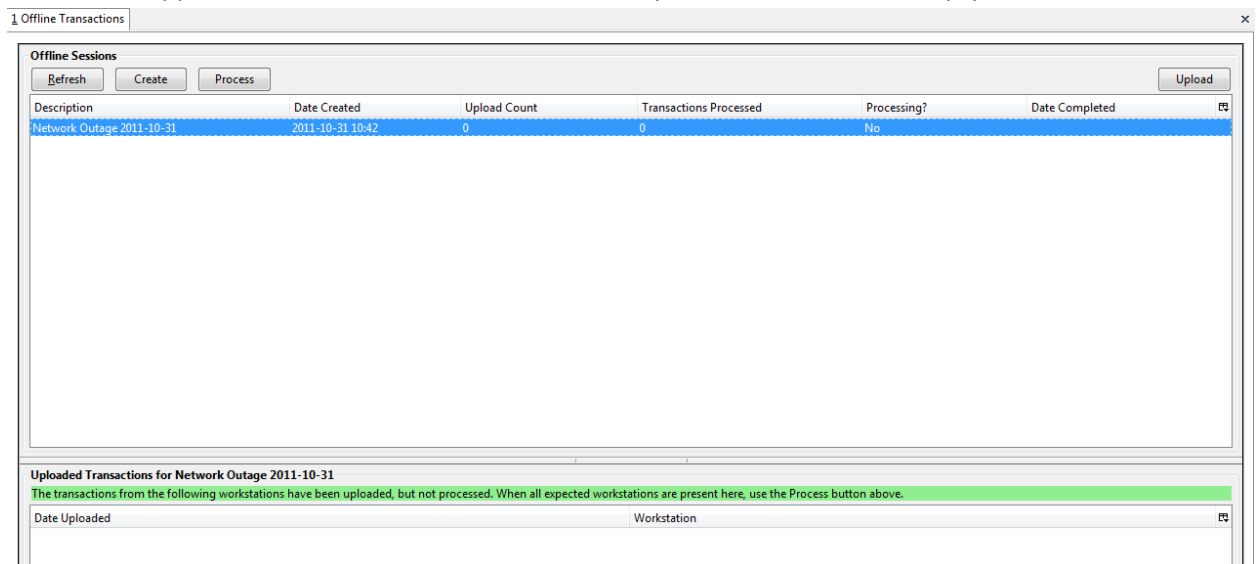
4. Click on the Create button in the upper left-hand corner to create a new session.



5. Enter a name for the session, like “Network Outage 2011-10-31.”



6. In the Offline Sessions section, highlight the session you just created. An Uploaded Transactions section will appear in the bottom of the screen. Initially, this section will be empty.



7. Inform the library staff who will upload from the workstations of the session title and that it has been created. In this example, the session title is “Network Outage 2011-10-31.”
 8. Wait until all the staff workstations have uploaded their transactions to your session. (See Uploading Transactions to Session for details.) As the workstations are uploaded, each one should appear in the Uploaded Transactions section. You will need to click on the Refresh button to see them.
 9. Once all the workstations have uploaded to your session, continue with Process the Transactions.
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Evergreen Offline Mode – Uploading Offline Transactions to a Session (For Circulation Staff)

NOTE: When circulation staff upload transactions to the session, this action alone does not put the transactions into the Evergreen database. The transactions will not be sent to the Evergreen database until the manager processes the session.

Upload Workstation Transactions to a Session

Wait until your manager has created a session and told you that you may begin your upload. There may be several sessions shown on the Offline Transactions Management screen, so you'll need the name of the correct session from your manager.

1. Log into Evergreen with your normal username and password.
2. From the menu bar, select Admin > Offline Transaction Management.
3. The Offline Transactions screen will open. You should see at least one session in the Offline Sessions section. You may see old sessions listed there as well.

The screenshot shows the 'Offline Transactions' window in the Evergreen system. The window has a menu bar with 'File', 'Edit', 'Search', 'Circulation', 'Cataloging', 'Acquisitions', and 'Booking'. Below the menu bar is a tab labeled 'Offline Transactions'. The main area is titled 'Offline Sessions' and contains a table with the following columns: 'Description', 'Date Created', 'Upload Count', 'Transactions Processed', 'Processing?', and 'Date Completed'. Above the table are buttons for 'Refresh', 'Create', 'Process', and 'Upload'. The table is currently empty.

Description	Date Created	Upload Count	Transactions Processed	Processing?	Date Completed
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4. In the upper Offline Sessions section, highlight the correct session. The bottom “Uploaded Transactions” section will list other workstations that have already uploaded.

Offline Transactions

Offline Sessions

Refresh Create Process Upload

Description	Date Created	Upload Count	Transactions Processed	Processing?	Date Completed
Network Outage 2011-10-31	2011-10-31 10:42	0	0	No	

Uploaded Transactions for Network Outage 2011-10-31

The transactions from the following workstations have been uploaded, but not processed. When all expected workstations are present here, use the Process button above.

Date Uploaded	Workstation
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5. Click on the Upload button.

Offline Transactions

Offline Sessions

Refresh Create Process Upload

Description	Date Created	Upload Count	Transactions Processed	Processing?	Date Completed
Network Outage 2011-10-31	2011-10-31 10:42	0	0	No	

Uploaded Transactions for Network Outage 2011-10-31

The transactions from the following workstations have been uploaded, but not processed. When all expected workstations are present here, use the Process button above.

Date Uploaded	Workstation
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6. The Uploaded Transactions section should now list your workstation. You may need to click the Refresh button for it to appear. Also, in the Offline Sessions section, the value in the Upload Count column should have been increased by 1.

The screenshot shows a window titled 'Offline Transactions'. Inside, there's a section 'Offline Sessions' with buttons 'Refresh', 'Create', 'Process', and 'Upload'. Below these is a table with columns: Description, Date Created, Upload Count, Transactions Processed, Processing?, and Date Completed. The first row is highlighted in blue and contains: 'Network Outage 2011-10-31', '2011-10-31 10:42', '1', '0', 'No', and an empty cell. Below this table is a section 'Uploaded Transactions for Network Outage 2011-10-31' with a green message bar stating: 'The transactions from the following workstations have been uploaded, but not processed. When all expected workstations are present here, use the Process button above.' Below the message bar is a table with columns: Date Uploaded and Workstation. The first row contains: '2011-10-31 11:40' and 'ISLI-Shauna'.

Description	Date Created	Upload Count	Transactions Processed	Processing?	Date Completed
Network Outage 2011-10-31	2011-10-31 10:42	1	0	No	

Date Uploaded	Workstation
2011-10-31 11:40	ISLI-Shauna

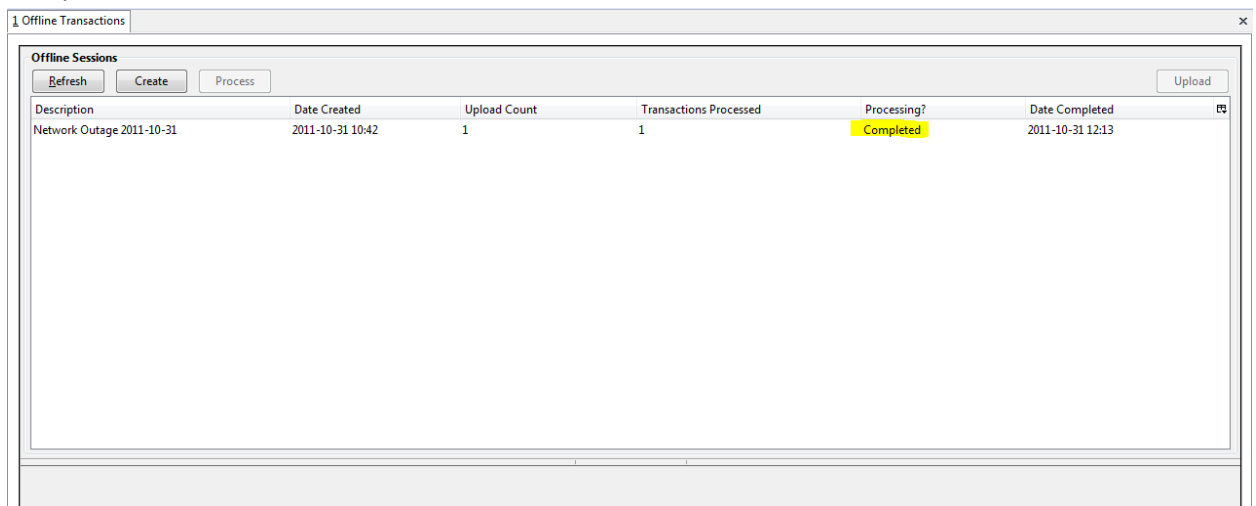
7. Let your manager know that your transactions have uploaded to the session.
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Evergreen Offline Mode –Processing Offline Transactions Sessions (For Managers)

Process the Transactions

Wait until all the appropriate staff workstations have uploaded their transactions to your session. You should see the workstations listed in the Uploaded Transactions section. You'll need to be logged into Evergreen as a manager to complete the Processing step.

1. Highlight the correct session and, if necessary, Refresh to verify all the appropriate workstations have uploaded their transactions to your session.
2. Click the Process button.
3. The bottom section of the screen will change to "Processing Status goes here." NOTE: Actually, no processing status ever appears there.
4. Click on the Refresh button. Depending on the number of transactions to process and the amount of time you wait between clicking Refresh, you may need to Refresh more than once. You'll know the transaction processing is complete when the Processing? Column says Completed.



The screenshot shows a web application window titled "Offline Transactions". Inside, there's a section "Offline Sessions" with buttons for "Refresh", "Create", "Process", and "Upload". Below these buttons is a table with the following data:

Description	Date Created	Upload Count	Transactions Processed	Processing?	Date Completed
Network Outage 2011-10-31	2011-10-31 10:42	1	1	Completed	2011-10-31 12:13

5. If any problems were encountered during processing (like an item that needs to be returned to another library), they will be displayed in the Exceptions section.

The screenshot shows a web application interface for DCPL-CEN-3TK6021. The top navigation bar includes 'File', 'Edit', 'Search', 'Circulation', and 'Cataloging'. The main content area is divided into two sections: 'Offline Sessions' and 'Exceptions for Testing Exceptions'.

Offline Sessions

Description	Date Created	Upload Count	Transactions Processed	Processing?	Date Completed
Testing Exceptions	2006-08-26 17:30	1	11	Completed	2006-08-26 17:31
Network Outage 2006-...	2006-08-26 15:20	3	10	Completed	2006-08-26 16:32
Network Outage 2006-...	2006-08-26 12:13	1	4	Completed	2006-08-26 12:15

Exceptions for Testing Exceptions

All transactions from this session have been processed. The errors, if any, are listed below.

Workstation	Timestamp	Type	Event Name	Item Barcode	Patron Barcode
DCPL-CEN-3TK6021	2006-08-26 17:10	checkin	ROUTE_ITEM	31018000408752	???
DCPL-CEN-3TK6021	2006-08-26 17:11	checkin	ROUTE_ITEM	36142000090926	???
DCPL-CEN-3TK6021	2006-08-26 17:12	checkin	ASSET_COPY_NOT_F...	31018001456551	???
DCPL-CEN-3TK6021	2006-08-26 17:13	checkin	COPY_STATUS_LOST	39375001673830	???
DCPL-CEN-3TK6021	2006-08-26 17:17	checkout	CIRC_CLAIMS_RETUR...	31018000564745	21018306172806
DCPL-CEN-3TK6021	2006-08-26 17:25	checkout	ACTOR_CARD_NOT_F...	31018900092383	21018001172806
DCPL-CEN-3TK6021	2006-08-26 17:27	checkout	OPEN_CIRCULATION_...	31018001750368	21018306172806

Exceptions

These are a few notes about possible exceptions. It is not an all-inclusive list. You will need to record or copy and paste your list of exceptions and determine what to do from there. Items such as mistyped barcodes can be manually fixed by library staff. Other items will not be able to be fixed at all.

- Checking out a DVD with the wrong date (leaving due date set at + 2 weeks instead of +1 week) doesn't cause an exception.
- Overdue books are not flagged as exceptions.
- Checking out a reference book doesn't cause an exception.
- Checking out an item belonging to another library doesn't cause an exception.
- Standalone Mode doesn't recognize books on hold so exceptions are not generated for that.
- ROUTE_ITEM: Indicates a book previously marked as lost was found and checked in.

- CIRC_CLAIMS_RETURNED: Indicates a book previously marked as claimed-returned was found and checked in.
- ASSET_COPY_NOT_FOUND: Indicates the item barcode was mis-scanned or mis-typed.
- ACTOR_CARD_NOT_FOUND: Indicates the patron's library barcode was mis-scanned or mis-typed.
- OPEN_CIRCULATION_EXISTS: Indicates a book was checked out that had never been checked in.
- MAX_RENEWALS_REACHED: Indicates the item has already been renewed the maximum times allowed (or it is a video/DVD).